



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
August 25, 2016 Minutes

I. Meeting Opened

The August 28th 2016 Regular Council Meeting was called to order at 6:00 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Staff Accountant Deborah Wimer-Zills, City Engineer Anna Hudson, City Engineer Cliff Knauer, Parks Director Dana Weiler, Water Supervisor Larry Tuggle and Sewer Supervisor Robert Fawcett.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Approval of Past Minutes

- August 1, 2016 Workshop Minutes

Council Action: Councilwoman Cuchens made a motion to approve the August 1, 2016 Workshop Minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

- August 9, 2016 Special Council Meeting Minutes

Council Action: Councilman Farris made a motion to approve the August 9, 2016 Special Workshop minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

- August 9, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman McLean made a motion to approve the August 9, 2016 Regular Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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V. Consideration of Additions/Deletions to Agenda

A. Additions

1. Legal – Recreation Board
2. Legal – Resolution to Address Expired Contracts
3. Clerk – Employee Benefit Savings
4. Water – Resolution to implement DEP Mandated Cross Connection Control Plan
5. Councilwoman Cuchens – Schedule CIP Update Workshop
6. Councilman Farris – Draft Emergency Preparedness Manual
7. Parks – Senior Games

B. Deletions

1. Eddie Farris - ~~Policy regarding Additions to the Agenda~~

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman McLean made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Pending Project List
 - City Clerk Podraza reviewed the Pending Project list provided to the Council. She will update the list as items are completed or updated.
2. Salary & Wage Recommendations
 - Clerk Podraza reviewed the structure with Council and provided information regarding the new Overtime Rule beginning Dec. 1, 2016 that the Federal Government is implementing.

Council Action: Councilwoman McLean made a motion to approve the Salary & Wage Structure Recommendations made by the City Clerk for the 2016/2017 Budget Year. Councilman Farris seconded the motion. All ayes; motion carried.

3. Approval for City Clerk to attend the Fall FACC Academy in Orlando

Council Action: Councilman Farris made a motion to approve City Clerk Podraza to attend the 2016 Fall FACC Academy in Orlando. Councilwoman Brannon seconded the motion. All ayes; motion carried.

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4. Employee Benefit Savings

- Clerk Podraza reviewed the savings that the City of Freeport will gain with the new Employee Benefit package with FL Blue Cross & Blue Shield. Podraza requested that Council make a decision how to show these savings on the Budget Expenditure Worksheets.

*Council Action: Councilwoman McLean made a motion to show the Employee Benefit Savings for 2016/2017 budget in a separate **Reserves** line item in each Departmental Budget Worksheet. Councilwoman Laird seconded the motion. All ayes; motion carried.*

B. Staff Accountant

1. Accountant Wimer-Zills thanked Department Heads for helping her with coding their invoices for expenditures with the correct account codes. It has been a tremendous help.

C. Planning & Zoning Dept.

1. Meadows @ Hammock Bay Phase II / Final Plat (64 lots)

Council Action: Councilman Farris made a motion to approve the Meadows @ hammock Bay Phase II Final Plat. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

2. Planner Latilda Hughes-Neel requested approval to move the Regular Planning Meeting from September 7th to September 14th because she will be attending the annual Planning Conference.

Council Action: Councilwoman Cuchens made a motion to approve moving the Regular Planning Board Meeting from September 7, 2016 to September 14, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Resolution to Address Expired Contracts

- City Attorney Clay Adkinson advised the Council that a Resolution will be prepared in order to declare all expired Inter-Local Agreements terminated in a blanket Resolution. The agreements will be listed with termination dates and attached as Exhibit A. The Resolution will be presented at the September 13, 2016 Council Meeting for approval.

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- There are a few agreements that appear to have expired but are still being honored by the City. The Attorney and City Clerk will work on contacting these entities and making sure these agreements are addressed.
- 2. Recreation Board
 - City Attorney Clay Adkinson addressed the Council with a recommendation to appoint a Recreation Board. The City currently has a recreation board appointed under the Cities Land Development Code. This board currently does not meet.
 - After Council discussion it was decided that a Special Meeting is needed to reestablish the designees of the Recreation Board.

Council Action: Councilwoman Cuchens made a motion to schedule a Special Meeting for September 1, 2016 at 7:30 pm to reestablish the members of the Recreation Board. Councilwoman Laird seconded the motion. All ayes; motion carried.

E. Engineering: None

F. Water Dept.

1. Resolution to implement DEP Mandated Cross Connection Control Plan
 - City Attorney Adkinson advised the Council in regards to the Resolutions that DEP will require for the City to have in place for the Cross Connection Control Plan for both the Freeport Water System and North Bay Water System.

Council Action: Councilwoman Cuchens made a motion to approve the adoption of the DEP Mandated Cross Connection Control Plan Resolution 2016-07 for the Freeport Water System. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Cuchens made a motion to approve the adoption of the DEP Mandated Cross Connection Control Plan Resolution 2016-08 for the North Bay Water System. Councilwoman Brannon seconded the motion. All ayes; motion carried.

G. Sewer Dept.

1. Councilwoman McLean
 - Councilwoman McLean publicly thanked the City of Freeport Sewer Department for the great work they have been performing. The City has recently received emails commending their outstanding work during difficult times with the recent rains.

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H. Parks Dept.

1. Recommendation for the Full-Time Recreation Aide, Christopher Campbell

Council Action: Councilwoman Laird made a motion to approve Christopher Campbell as the full-time Recreation Aide for the Parks Department. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

2. Senior Games

- Parks Director Weiler advised the Council that the City Pool Life Guard, Susan McMinamin, has asked for permission to represent the City of Freeport at the Senior Games being held in Pensacola annually.

Council Action: Councilman Farris made a motion to approve Life Guard Susan McMinamin to represent the City of Freeport at the Senior Games being held in Pensacola. Councilwoman Laird seconded the motion. All ayes; motion carried.

VIII. Old Business: None

IX. New Business

A. Mayor Russ Barley

1. Mayor Barley announced that the Mayor of Malone has challenged him to collect items for the flood victims of Louisiana. This has been announced on social media as well as advertised on the Freeport signs. In two weeks a U-Haul will be rented and they will take the items to LA. The City has had a good response and will continue to collect until September 9, 2016.

B. Councilwoman Brannon: None

C. Councilwoman Cuchens

1. Councilwoman Cuchens – Schedule CIP Update Workshop
 - Councilwoman Cuchens requested that the Council schedule a Workshop in order to update the Capital Improvement Plan (CIP). City Engineer Cliff Knauer suggested that the Water and Sewer Supervisors' be present at the meeting.

Council Action: Councilwoman Cuchens made a motion to hold a Workshop to discuss updating the CIP on September 8, 2016 at 6:15. Councilwoman Laird seconded the motion. All ayes; motion carried.

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2. CIP update for FCT Grant/Land Acquisition for property next to City Hall Section 10-2.
 - Add funding source as FCT and under the year we need to reflect 2017/2018

Council Action: Councilwoman Cuchens made a motion to update the City of Freeport Capital Improvement Policy as follows:

Under Section 10-2 PROPERTY WEST OF CITY HALL, add funding source FCT and under the year reflect 2017-2018.

Councilwoman McLean seconded the motion. All ayes; motion carried.

D. Councilman Farris

1. ~~Policy regarding Additions to the Agenda~~
2. Emergency Preparedness Manual
 - Councilman Farris advised the Council that he has the draft copy of the Emergency Preparedness Manual completed. A hard copy will be located in the Clerk's office for review and comments from the Council.

E. Councilwoman Laird

1. Agreement of Responsibilities
2. Waiver/Release form

Council Action: Councilwoman Laird made a motion to approve the Agreement of Responsibilities and Waiver/Release Forms pending the City Attorney signing off as to form. Councilman Farris seconded the motion. All ayes; motion carried.

- After Council discussion it was decided that this item would be added to the Special Meeting Agenda being held September 1, 2016 at 7:30 pm.

X. Public Comment

1. Mr. Jay Odom approached the Podium and announced that on behalf of Hammock Bay he will donate \$250.00 to purchase items for the Louisiana Flood Victim challenge.
2. Mayor announced that Publix is stocking their shelves.

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XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gaveled and the meeting adjourned at 6:55 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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